

|  |
| --- |
| [Version 1.0]  **Last saved by: Ben McGregor**  **Last saved on:** 08/10/2014 |

|  |
| --- |
| QA Content Checklist |
| 08/10/2014 |
| **Ben McGregor**  CO600: JustHealth Supervisor: Yang He |

QA content checklist should be completed for each document throughout the project; it should then be signed off by both the QA manager and the document author.

## Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title:** | Iteration review/reflection | | | **Date:** | | 19/12/2014 |
| **Author:** | Charlotte Hutchinson | | | | | |
| **Type:** | ( X ) Documentation | | ( ) Code | **Iteration:** | | 6 |
| **Description:** | *Group reflection on the iteration. What could be improved on for the next iteration? Work left outstanding that still needs completing. What we learnt.* | | | | | |
| **Project folder:** | ( ) Research | ( ) Scope | | | ( ) Requirements | |
|  | ( ) Planning | ( ) Design | | | ( ) Meetings | |
|  | ( ) Legal | ( ) Risk Assessment | | | ( ) Document Templates | |
| ( X ) *Iteration Specific* | ( X ) Review | ( ) Testing | | | ( ) Tracking | |

#### **Standards** (Add comments if necessary)

|  |  |  |
| --- | --- | --- |
| **Cover Sheet** | ( ) | N/A |
| **Styles/Formatting** | ( X ) |  |
| **Table of Contents** | ( ) | N/A |
| **Page numbering** | ( ) | N/A |
| **Spelling/Grammar** | ( X ) |  |
| **References** | ( ) | N/A |
| **Appendices** | ( ) | N/A |

## Code

|  |  |  |
| --- | --- | --- |
| **Comments** | ( ) | N/A |

## Quality Assured

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Signature** | **Date:** | 31/03/2015 |
| *Author* | CH | | |
| *QA**Manager* | BM | | |